

**MINUTES**  
**COMMITTEE OF THE WHOLE MEETING**  
**Monday, November 12, 2012**

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Police Chief Kinsey
<del>Director of Public Works Hughes</del>	Director of Community Development McNellis
Village Attorney Simon	<del>Village Treasurer Curtis</del>
Director of Financial Systems Roelker	Engineering Supervisor Horne

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:18 p.m. and Village Clerk Mastandrea called the Roll.

**APPROVAL OF MINUTES**

**2.1 Acceptance of the October 22, 2012 Committee of the Whole Meeting Minutes**

- 2.11 The minutes of the October 22, 2012 Committee of the Whole Meeting were accepted as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 Planning, Zoning and Land Use

- 3.11 Consideration of Referral to the Village Board regarding a proposed amendment to Ordinance granting final PUD plan approval for Lincolnshire Commons, to permit a multi-tenant retail building for vacant Lot C, at the southwest corner of the development (General Growth Properties, Inc.)**

Mayor Blomberg noted the petitioner requested this item not be considered at tonight's meeting and be brought before the Village Board at a future meeting date.

**3.12 Consideration of a Draft Community Cultural Calendar (Village of Lincolnshire)**

Director of Community Development McNellis introduced this item and explained staff had researched how several area municipalities approach hosting a community calendar on their respective websites. Director of Community Development McNellis noted many communities hosting such a calendar do so through a separate economic development website for the municipality rather than hosting this information directly on the government website. Director of Community Development McNellis noted staff had worked with Village Attorney Simon on the drafting of the proposed Community Cultural Calendar. Village Attorney Simon explained the policy drafted was intended to be consistent with the Board's direction to permit such events to be included on the Lincolnshire Village website.

Trustee Saltiel inquired about the potential for an entity to request a political event or rally to be listed on the calendar. Village Attorney Simon explained the intent of the policy, as drafted, was not to permit the listing of such events. Village Attorney Simon noted the requirements for an event to be listed should limit the potential for these types of political events from meeting the criteria in the policy.

A discussion regarding whether or not the Board wished to limit the number of announcements entities may have posted per day followed. It was the consensus of the Board not to limit the number of announcements allowed per day.

Trustee Brandt suggested researching, to see if users could automatically link the events in the Village calendar functions to their respective personal electronic calendars on their smart-phones or computers. Staff noted they would look into this possibility.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.2 Finance and Administration**

**3.21 Public Comment regarding the proposed Fiscal Year 2013 Budget (Village of Lincolnshire)**

There were no members of the public in attendance at the meeting. Mayor Blomberg asked staff if they received any comments on the

proposed Fiscal Year 2013 Budget. Village Manager Burke noted no comments on the proposed budget had been received to date.

**3.22 Official Announcement of Estimated Amount to be Raised by Ad Valorem Taxes for the 2012 Tax Levy for Fiscal Year 2013 (Village of Lincolnshire)**

Director of Financial Systems Roelker explained, pursuant to State Statute, the Village is required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy. State law required the Village Board declare during a public meeting, an estimate of the expected property tax levy for Fiscal Year 2013. This announcement must occur no less than twenty (20) days prior to the adoption of the official tax levy. This year the adoption of the tax levy ordinance is expected to take place on December 10, 2012. Since the levy is expected to be less than a 5% increase over last year's tax extension, no public hearing or published legal notice is required. This is an estimate and does not limit the Board's ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing requirements.

Director of Financial Systems Roelker reported the 2012 estimated property tax levy to be collected in Fiscal Year 2013 is \$1,347,100. The proposed budget for Fiscal Year 2013 reflects the property tax levy revenue received, will fund pension contributions for the Illinois Municipal Retirement Fund (IMRF) (\$490,300) and Police Pension Fund (\$856,800). The total proposed levy is approximately 6.4% lower than the previous year's actual levy.

**3.3 Public Works**

**3.31 Consideration and Discussion of a Joint Purchasing Agreement with Morton Salt Incorporated in the Amount of \$21,364.00 for the Purchase of Rock Salt for the 2012-2013 Winter Season**

Public Works Engineering Supervisor Rob Horne reported the Public Works Department received the State of Illinois Department of Central Management Services Joint Purchasing Contract for bulk rock salt for the 2012-2013 winter season. The Village's supplier through this program will be Morton Salt, Inc. Engineering Supervisor Horne reported the unit price of \$53.41 for the coming season represents a decrease of \$8.69 per ton compared to the previous year. Given the reduced prices and the amount of salt currently in storage, staff is estimating the cost of this line

item in the budget to be reduced from \$43,500 in Fiscal Year 2012 to \$24,800 in Fiscal Year 2013.

There being no questions, the Mayor directed this item to be placed on the consent agenda for approval at the next regular Village Board meeting.

**3.32 Consideration and Discussion of Approval of Contract with Lowest Responsible Bidder, Green Acres Landscaping, Inc., for Landscape Corridor and Planting Area Maintenance Services**

Engineering Supervisor Horne provided a review of the recent bid process for landscape maintenance services for Village streetscapes, park perennial beds, roadway medians, rights-of-way, and other landscape areas throughout the Village. Engineering Supervisor Horne noted the proposed 2013 Budget includes \$126,300 for landscape services, and the apparent low bidder for the services was Green Acres Landscaping, Inc. Engineering Supervisor Horne noted staff is recommending awarding the contract to Green Acres Landscaping in the amount of \$128,482, which includes all landscape areas currently covered by the existing contract with the addition of a spring and fall cul-de-sac clean up option.

Engineering Supervisor Horne reported staff requested an alternate bid detailing the cost for the private contractor to perform regular cul-de-sac landscape maintenance services throughout the growing season. If the contract were to include this option, the total estimated costs are expected to be \$139,324, which would cover the cost of weekly cul-de-sac maintenance for up to ten visits through the growing season.

A discussion regarding the options included in the landscape maintenance bid followed. Trustee Saltiel indicated he supports the recommended landscape program with spring and fall cul-de-sac cleanup. Trustee Saltiel requested clarification on the additional amount required if the contractor were to perform routine landscape maintenance of the cul-de-sacs. Engineering Supervisor Horne explained the additional expense is based upon ten cul-de-sac maintenance events throughout the season; however, this expense could be reduced if less maintenance events occur. A discussion regarding the careful management of the contract to ensure cul-de-sac maintenance only occurs when needed followed.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting for a total contract amount not to exceed \$139,324, which includes costs related to regular cul-de-sac maintenance.

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

Trustee Saltiel asked if the Village Board was planning to discuss the letter received from ECD Company requesting the Village of Lincolnshire partner with Viper Alley on a possible concert series. Trustees expressed concern regarding the lack of details in the request and the amount of financial support being requested of the Village. Trustees noted the letter appeared to be an opening for a conversation and there may be other alternatives than the one proposed by ECD to explore. It was the general consensus of the Village Board for staff to reach out to ECD Company and seek additional information to determine if there is an interest in potential partnership opportunities to start hosting regular concerts at the Village Green again or a concert series at Spring Lake Park.

Trustee Brandt stated she would like the Village to extend a thank you to the local Boy Scout Troop for their work this past Sunday on the clean up of Riverwoods Road south of Route 22. A discussion regarding other ways to engage the Boys Scouts and other organizations in the community on service projects followed.

**6.0 EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee Feldman seconded the motion to adjourn into Executive Session for the purpose of discussing employment, appointment of personnel. The roll call vote was as follows: AYES: Trustees Brandt, McDonough, Feldman, Servi, Grujanac and Saltiel. NAYS: None. ABSENT: None. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 8:04 p.m. and came out of Executive Session at 8:27 p.m.

**7.0 ADJOURNMENT**

Trustee Brandt moved and Trustee Saltiel seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 8:28 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk